

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	Suffolk County Government
Name of Entity or Department Administering Funds	Suffolk County Department of Social Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Janet DeMarzo
Title	Commissioner
Address Line 1	Mary Gordon Building
Address Line 2	3085 Veteran's Memorial Highway
City, State, Zip Code	Ronkonkoma, NY 11779
Telephone	631.854.9930
Fax	631.854.9900
Email Address	
Authorized Official (if different from Contact Person)	
Title	
Address Line 1	
Address Line 2	
City, State, Zip Code	
Telephone	
Fax	
Email Address	
Web Address where this Form is Posted	www.suffolkcountyny.gov/departments/housing/communitydevelopment.aspx www.suffolkcountyny.gov/departments/socialservices.aspx www.suffolkcountyny.gov
Amount Grantee is Eligible to Receive*	\$ 1,511,657
Amount Grantee is Requesting	\$ 1,511,657

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

*Consistent with the Suffolk County citizen participation plan, a public notice of intent to enact this proposed substantial amendment and the opportunity for public comment was posted on April 30, 2009 in **Newsday** a newspaper of general circulation for Suffolk County. The proposed amendment is also being made available on the Suffolk County website:*

www.suffolkcountyny.gov/departments/housing/communitydevelopment.aspx and

www.suffolkcountyny.gov/departments/socialservices.aspx. In addition, the notice is being e-mailed to a mailing list of interested persons and agencies.

On April 24, 2009, Suffolk County met with the Continuum of Care group to obtain input about the proposed plan.

The public comment period was open for the 12-day period from April 30, 2009 to May 11, 2009. Any public comment received will be taken into consideration prior to the adoption of this amendment.

A copy of the public notice is included with this Amendment.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

☒ Grantee did not receive public comments.

☐ Grantee received and accepted all public comments.

☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

No public comments were received during the public comment period.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process (es) that the grantee plans to use to select subgrantees. Note that a sub-grantee is defined as the organization to which the grantee provides HPRP funds.

☒ Competitive Process

☐ Formula Allocation

☐ Other

2. Briefly describe the process (es) indicated in question 1 above (limit 250 words).

Response:

Suffolk County used a competitive grant process with an expedited review. Agencies that have experience in providing services to the homeless and the at risk population have been identified as potential sub-grantees. Suffolk County will develop an HPRP Proposal Review Committee, which will be composed of members of Suffolk County Government and Suffolk County Continuum of Care. This committee will review all submissions. Two (2) sub-grantees that are deemed to best be able to implement the proposed HPRP strategy in the most effective and expedited manner will be selected by the review committee. Given the physical size of the committee, one sub-grantee will be selected for the Eastern and Western Suffolk County. Suffolk County will establish policies and procedures that will allow these agencies to access funds in a timely manner and that will allow residents through out Suffolk County to access HPRP services.

On April 24, 2009, Suffolk County met with the Continuum of Care to obtain input about the proposed plan.

Suffolk County will enter in to a project agreement with each sub-grantee administering HPRP funds. All sub-grantees will have demonstrated experience in managing financial assistance funds, providing homelessness prevention, experience in using HMIS and can best provide access, prompt service and the most benefit to Suffolk County Residents.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response:

Following HUD's approval of the grant application, Suffolk County will select the sub-grantees participating in the HPRP. In addition to agency qualifications, the county will focus on efforts aimed at leveraging resources with other entities to avoid duplication, use of existing expertise, plans to stretch grant dollars approaches that will result in the most effective use of funds. The selected sub-grantee will enter into a contract with Suffolk County for project oversight for the period covered by the program. The agreement for project oversight will include, but not be limited to, a description of services, amount of funding, compliance requirements and expected outcomes.

Since Suffolk County Department of Social Services is the designated homeless provider for all of Suffolk County, the service area for the HPRP funds is the entire geographic boundary of Suffolk County.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

In order to insure effective and timely use of HPRP grant funds, specific guidelines will be developed in conjunction with the Continuum of Care. We project that approximate 2/3 of the grant funds will be needed in the area of homelessness prevention and 1/3 in the area of rapid re-housing. (These amounts do not include administration and data collection funds). Thru its monitoring process DSS will ensure that all program participants meet the income guidelines and have the ability to become self sufficient by the time their grant expires. In addition, Suffolk County will utilize the HMIS system and the reporting mechanism to ensure that all program participants meet the AMI guideline threshold. Suffolk County will monitor each voucher submitted by the subgrantees to determine whether it is an appropriate expenditure of HPRP funds, and will only accept those that are in compliance with HPRP guidelines. Considering the trends in homelessness in Suffolk County, we project that the entire amount of the grant will be able to be expending within a two year period. However, at a minimum, Suffolk County will ensure that each sub grantee is disbursing its funds at sufficient rate whereby 60% of program funds will be disbursed within the first two years, as per HUD requirements.

As the demand for housing and related assistance has increased, case managers in many of the housing agencies have reached a maximum caseload. To accommodate the anticipated additional requests for HPRP services, it will be necessary to hire either full or part time case managers. These case managers will be able to focus directly on identifying eligible participants and further ensure the effective and timely use of HPRP grant funds.

In addition, all case managers who are involved with screening applicants to HPRP will be trained in the DSS income eligibility guidelines. This will identify those applicants who may be eligible for DSS services, as well as identify those who could be referred to other

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

agencies for assistance. Such screening and referrals will help to direct HPRP funds where they can best be utilized. Suffolk County estimates that the funding allocated for financial assistance can quickly be absorbed to provide assistance to a number of families, as well as single individuals. Leveraging funds with other agencies providing similar services can further increase the number of households helped.

Several steps will be implemented to adequately oversee and monitor the use of HPRP funds. In addition to the reporting that is required by HUD, subgrantees will be required to submit bi-weekly reports for the months of October, November and December 2009 to provide feedback and self-assessment of the program. A monthly report will be required starting in January 2010 and continuing for the duration of the program. In addition, the information input by agencies into the HMIS system will be reviewed regularly. Quarterly meetings will also be held with representatives from the three subgrantees and Suffolk County. Additionally, site visits will be made twice a quarter to each sub grantee.

D. Collaboration

- Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

Suffolk County has met with other HPRA and several ARRA agencies with its geographic boundaries including the Town of Islip and Town of Babylon. In addition, Suffolk County has participated in statewide discussions regarding the distribution of HPRP and ARRA funds. The goal is to avoid duplication of effort and ensure the broadest distribution of funds.

Suffolk County will collaborate with local agencies that serve similar target populations that may receive ARRA funds during the program planning stage, ongoing program implementation and program delivery. Coordination with other services funded under the ARRA may include; child care, healthcare, TANF and other public assistance, employment services and education. As more information becomes available from Federal, State and Local agencies regarding use of these funds locally, Suffolk County will continue its efforts to determine whether program participants may benefit through coordination of services and establish a process for connecting participants to ARRA funded services.

- Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response:

Suffolk County will engage in collaborative efforts with the local Continuum of Care group and other organizations receiving funding. Representative from the CoC group will serve on the review committee to select sub-grantees from the applications submitted.

CoC members will:

- ✓ Identify potential recipients
 - ✓ Report on progress/ problems
 - ✓ Monitor their clients
 - ✓ Help develop a process to select the recipients and assist in monitoring the distribution of funds
 - ✓ Provide feedback on the impact of the funds that are distributed
 - ✓ Representatives of the three subgrantees will provide updates and status reports at the monthly Continuum of Care meeting.
- Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

HRP funds for financial assistance and stabilization services will be utilized to target families at risk of homelessness and those who have recently become homeless, in a manner that is consistent with the consolidated plan as follows:

The Suffolk County Consolidated Plan has identified the provision of homeless housing and supportive services as priority needs for assistance. The use of HPRP funds for financial assistance, housing and stabilization services is consistent with the objectives described in the Consolidated Plan.

Funding from HPRP will be utilized to address the need for homeless prevention services identified in the Plan. The high cost of rental housing and utilities has resulted in lower income families and individuals being displaced from housing as well as placing households at risk of becoming homeless. HPRP funds will provide temporary financial assistance to these households to prevent homelessness and stabilize their housing situation.

HPRP funding will also be available for stabilization services as identified in the Plan. The Plan places a priority on providing a continuum of supportive services including: counseling, outreach, legal and case management to house the homeless or at risk populations. HPRP funding will provide another source of funding to meet this need.

Finally, the Rapid Re-Housing element of HPRP will assist the County in meeting the Consolidated Plans priority need of providing affordable rental housing to families and individuals.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re- housing	Total Amount Budgeted
Financial Assistance ¹	622,649	293,011	915,660
Housing Relocation and Stabilization Services ²	306,678	144,319	450,997
Subtotal (add previous two rows)	929,327	437,330	1,366,657

Data Collection and Evaluation ³	70,000
Administration (up to 5% of allocation)	75,000
Total HPRP Amount Budgeted⁴	\$ 1,511,657

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting." [33](#)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title